



Human Resources

UPDATED AUGUST 9, 2005

DATE POSTED: **July 29, 2005**

REQ. # 05-177U

**NOTICE OF JOB OPENING
ST. LUCIE COUNTY BOARD OF COUNTY COMMISSIONERS
EQUAL OPPORTUNITY EMPLOYER**

2300 Virginia Avenue Fort Pierce, Fl. 34982 - 5652

Telephone (772) 462-1546 Jobline (772) 462-1967

<http://co.st-lucie.fl.us>

This position must be posted for at least five (5) working days from **07-29-2005** TO **08-04-2005**, but will remain open until filled.

DEPARTMENT/DIVISION
GROWTH MANAGEMENT - ADMINISTRATION

POSITION AVAILABLE
SENIOR STAFF ASSISTANT

OF OPENINGS
1

STARTING SALARY
\$12.71 / hour

COMMENTS
Driving Position This is a tentative new position for budget year 05/06. Contingent upon final Board approval.

VETERANS PREFERENCE
It is the policy of St. Lucie County to give preference to eligible veterans and spouses of veterans in appointment and retention in county employment positions in accordance with Chapter 295, Florida Statutes, and Chapter 22VP-1, Florida Administrative Code. Copies of Chapter 295 and Chapter 22VP-1 are available for review in the Human Resources Department.

JOB CODE 714
PAY GRADE 14
SALARY: \$12.71 - \$19.39
OFFICE ASSISTANT III to SENIOR STAFF ASSISTANT

MAJOR FUNCTION: Moderately difficult and varied clerical or secretarial work. Performs a variety of higher level clerical and routine administrative functions, dealing with employees, interdepartmental divisions, vendors and the public. Works under the general direction of the immediate supervisor.

KNOWLEDGE, ABILITIES AND SKILLS NEEDED IN ORDER TO PERFORM THE ESSENTIAL JOB FUNCTIONS:

KNOWLEDGE: Knowledge of modern office practices and procedures, and commercial arithmetic. Knowledge of business English, spelling and punctuation. Knowledge of basic accounting principles and procedures. Knowledge of modern office computer programs, techniques of effective verbal and written communication. Knowledge of budgetary procedures as they apply to State and County reporting procedures. Knowledge of intra- and inter-departmental office system procedures.

ABILITIES: Ability to make arithmetic computations and tabulations, both rapidly and accurately. Ability to maintain relatively complex clerical records and to prepare accurate reports from such records. Ability to understand and follow quickly and accurately, brief oral and written instructions on moderately complex matters. Ability to prepare effective correspondence on routine matters and to perform routine office management details without referral to supervisor. Ability to establish, maintain, use tact, patience and good judgement in resolving work problems and create effective working relationships with other employees, vendors and the general public.

ESSENTIAL JOB FUNCTION: Process purchase orders, invoices and vouchers. Type accounting reports for State required monthly reports. Track purchases, budgetary monies and keeps supervisor informed of budget limits. Maintain departmental accounts and records. Read and route incoming mail, receive and route telephone calls, and serves as a receptionist in the department. Answers telephone and gives information in response to inquiries, complaints and requests. Channels trouble calls to appropriate personnel for prompt, efficient handling. May serve as a receptionist that greets, announces and routes visitors. Researches and assembles specialized documents, reports and data for supervisor. Performs related work as required.

ESSENTIAL PHYSICAL SKILLS: Use of both hands and fingers with dexterity. Good hand/eye coordination. Very frequent use of good near vision and good hearing. Occasional walking and frequent standing. Ability to lift occasionally 30 pounds. Must be able to speak clearly.

ENVIRONMENTAL CONDITION REQUIREMENTS: Frequent indoor duties are required for data processing and analysis, scheduling and various meetings.

WORK HAZARDS: Frequent use of computers with related physical hazards, such as eye strain, etc... Physical work may include light lifting of under 30 lbs.

SAFETY EQUIPMENT USED OR NEEDED: Manual, manuals on correct bending and lifting procedures.

EDUCATION: Graduation from an accredited high school or possession of an acceptable equivalency diploma. An equivalent amount of training can be substituted for the minimum qualifications.

EXPERIENCE: Two (2) years experience in office operations, including computers and stenographic/clerical work. An equivalent amount of training and experience may be substituted for the minimum qualifications.

LICENSE, CERTIFICATION OR REGISTRATION: Must possess a valid Florida driver's license and maintain a good driving record.

Union	Non-Union ✓	Exempt	Non-Exempt ✓
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